

COST SHEET

Vendor Name: Carmazzi Global Solutions

Description of Service	Unit per measure	Cost each
1. BASIC TRANSLATION SERVICES		
Provide a cost per word of translation services into the following languages for specialty/technical fields and consumer correspondence. Add lines for any cost differences related to particular dialects or subject matters as appropriate.		
Arabic	Per word	\$0.18
Chinese	Per word	\$0.18
English	Per word	\$0.18
French	Per word	\$0.18
German/German Mennonite	Per word	\$0.18
Hmong	Per word	\$0.20
Lao	Per word	\$0.21
Russian	Per word	\$0.18
Spanish	Per word	\$0.16
Vietnamese	Per word	\$0.19
2. EXPEDITED REQUESTS (per section 5.3.3)		
Provide a cost per line of source language for summary or paraphrasing to English.	Per line	\$2.00
Provide a cost per English word of translation for agency's response into the target (original) language.	Per word	\$0.19
3. REVISIONS		
Cost for revisions per request. A revision is defined as a change of five sentences or fewer within a three-page document. Revisions also include, but are not limited to: a program name change throughout a document or set of documents; and a change in a repeated phrase or sentence throughout multiple pages or documents.	Per request	\$25

4. EDITING		
Cost per page for editing a previously translated document by another party.	Per page	\$21
5. FORMATTING		
Formatting cost per page for documents such as brochures, forms, and notices.	Per page	Please see rate structure below.
Complex word processing layout	Per page	\$8
Graphics, diagrams, tables, & illustrations	Per unit	\$10
Screen captures	Per hour	\$30
HTML	Per page	\$15
FrameMaker	Per page	\$18
InDesign / PageMaker / QuarkXpress	Per page	\$16
PowerPoint	Per slide	\$5
Vendor shall provide accurate translation of submitted material. Correction of mistranslated material shall be provided at no additional cost to the State.		
5. DISCOUNT -Discount percentage for projects that exceed (75) pages in length.		6%
On-Demand - Onsite Translation and/or Interpretation Service (per hour)		Please see the following page.
OVER-THE-PHONE (OPI) - for the phone bank (per minute)		\$1.26
CGS shall provide accurate translation of submitted material. Correction of mistranslated material shall be provided at no additional cost to the State. Within 15 days of project completion, one round of preferential changes to the translated text are provided to the client at no cost. After this 15 day period additional preferential revisions are still available although additional fees may apply.		

Contact Information: Please provide contact information for use should the SRS and/or various other State agency staff needs to contact the appropriate person within your company to discuss customer service.

Customer Service Contact Person: Marcela Jenney

Company Name: Carmazzi Global Solutions

Toll Free Telephone 888.452.6543 Local _____ Fax 866.648.3431

On-Site Interpretation Rates

For the provision of qualified consecutive on-site interpretation services

Language Category	Hourly Rate *, 2 hour minimum for all appointments			
	8am-5pm M-F	5pm-8am M-F	Weekends	Holidays
Cat I Spanish	\$45.00	\$55.00	\$65.00	\$75.00
Cat II Chinese, Russian & Vietnamese	\$75.00	\$85.00	\$95.00	\$105.00
Cat III Arabic, Japanese, Korean, Portuguese & Tagalog	\$85.00	\$95.00	\$105.00	\$115.00
Cat IV Farsi, Hindi, Punjabi & Urdu	\$95.00	\$105.00	\$115.00	\$125.00
Cat V All other languages **	based on availability and market rate			

Labor/Task Definition:

- **Consecutive Interpretation:** Oral translation of a speaker's words into another language when the speaker has finished speaking or pauses for interpreting. More formal than ad hoc interpreting and used, for example, in formal business meetings, for negotiations, training sessions or lectures.

On-Site Interpretation Terms & Conditions

***Hourly Minimum:** The Contractor shall charge a minimum of two (2) hours per request for On-Site Interpretation Services, and Client agrees to pay the compensation for a minimum of two (2) hours for services rendered in accordance with, and subject to, the terms of the Agreement.

****All Other Languages:** Languages (see attached list) are available but must be submitted for quote.

Appointments requested after normal business hours, weekends or holidays:

Appointments requested after normal business hours, weekends or holidays will incur an additional fee of \$20/hour.

Interpreter's availability: Availability of interpreters depends on location, advance notice, and language type.

Out-of-pocket expenses: Out-of-pocket expenses and/or transportation costs are **not** included in the above fees and will be billed at cost or at the government mileage rate.

Cancellation policy: Cancellation by the Client of a duly executed contract is subject to cancellation fees based on the following schedule: cancellation with less than 2 business days'

notice is considered late cancellation. For example, a 3:00pm Monday assignment must be cancelled by 3:00pm Thursday of the preceding week. The Client will be billed in full for the total scheduled assignment for each interpreter scheduled.

Authorization: Both the Client and the Contractor understand and agree that authorization for services must come from the Client's employees, not from third party contacts, unless prior authorization is provided in writing. The provision of appointment details from the Client provides full authorization for the Contractor to fulfill the appointment; no POS is needed on behalf of the Client. Management and tracking of allocated funds for the POS is the sole responsibility of the Client.

On-Site interpreters provided by CGS are qualified for the provision of face-to-face interpretation services. CGS highly discourages the use of On-Site interpreters for the provision of translation services. Should the Client choose not to utilize CGS approved Translation Services through Contextual Communications, our document translation division, CGS will not be held liable for the completeness or accuracy of the translation.